

Move to new timecard system today

Starting today, every Fermilab employee should begin using the new Fermilab Time and Labor electronic reporting system to create and submit timecards. This change unites laboratory employees within a single, modernized system and helps Fermilab comply with DOE requirements.

To help with this transition, please submit your weekly timecard through the new FTL system, which you can access here<www.fnal.gov/ftl/launch.html>, by Friday, June 25.

For more information about the new timecard system, please visit the FTL launch tools page <<http://www.fnal.gov/ftl>>. You can create practice timecards, review training materials, check whether your browser has the settings and software it needs, and check when local support teams will be available in your division, section or center.

Please note that the first time you enter your Services Account username and password to log in to the new FTL system, it could take two minutes for the page to load. If it takes longer than two minutes, please try to log in again.

If that does not work, or if you have other questions or concerns, please contact your local support team< http://www.fnal.gov/pub/ftl/ftl_local_support.html>. You can also contact the Service Desk by phone at x2345 or by opening a Service Desk ticket <<https://ar-mt1.fnal.gov/arsys/shared/login.jsp?/arsys/>>.

FTL support team members will be available at the Timecard Doctor booth during lunch hours in the Wilson Hall atrium today and on Wednesday, June 23; Friday, June 25; and Monday, June 28.